

 <p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101</p>	PENNSYLVANIA DEPARTMENT OF AGING	
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6. Origin: Bureau of Home and Community Based Services		7. Contact: Division of Community Services (717) 783-6207

AGING PROGRAM DIRECTIVE

SUBJECT: REVISED DOMICILIARY CARE AGREEMENT FORMS

**TO: CHAIRPERSONS, NON-PROFIT AAA GOVERNING BOARDS
COUNTY COMMISSIONERS**

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FROM: Ivonne Gutiérrez Bucher
Director
Office of Program Management

PURPOSE: The purpose of this Aging Program Directive is to set forth policy and procedures regarding the agreement form to be used in the Domiciliary Care program between the Area Agency on Aging and the Domiciliary Care home provider, and the agreement form used between the Domiciliary Care home provider and resident consumers.

BACKGROUND: Per Pennsylvania Code, Title 6 Aging, Chapter 21.28(2)(xii), the written agreement between the Area Agency on Aging and the Domiciliary Care home provider must be on a form provided by the Department of Aging. The current agreement form is a Public Welfare form from 1976 that contains outdated language.

Per Pennsylvania Code, Title 6 Aging, Chapter 21.75, the written agreement between the Domiciliary Care provider and consumer must also be completed on a form provided by the Department. This agreement must specify the monthly charge for Domiciliary Care provider services in accordance with the amounts established by the Department. In addition, this agreement form shall specify the house rules of the provider and set forth the responsibilities of the provider to furnish items specified in regulation 21.74 relating to basic furnishings. Currently there is not a standardized form for this agreement, and most do not contain the house rules are part of the agreement. This new agreement form meets all of the requirements specified in policy.

CONTENT: Effective upon receipt, the Area Agencies on Aging are to begin using these new agreement forms when new Domiciliary Care homes are certified/recertified, and when new Domiciliary Care consumer placements occur. It is expected that the bulk of new agreement forms will be incorporated into use at the end of 2003 when the new provider/consumer agreements are completed to reflect the 2004 Domiciliary care payment rate.

ATTACHMENT 1: Domiciliary Care Placement Agency-Provider Agreement

ATTACHMENT 2: Domiciliary Care Consumer/Provider Agreement